



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Management Assistant
(Program Coordinator)
\$25.95 – \$31.54 hourly
(Part-Time/Non-Benefited Position)

The Opportunity:

Located in the heart of the Historic Mission District, the San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy and diversity of our community. The Mission Playhouse is proud to host a remarkable and eclectic array of productions and events ranging from Western Symphonies to Chinese Opera, from Classical Ballet to Ballet Folkloric, and from some of the best of Mariachi to colorful Broadway shows.

The Ideal Candidate:

The San Gabriel Mission Playhouse is a fast-paced environment, so the ideal candidate for the Management Assistant (Program Coordinator) position will be able to multi-task and coordinate multiple projects effectively. The ideal candidate possess excellent interpersonal skills and is an outstanding communicator both verbally and in writing, innovative, well connected, and outgoing. The candidate must be capable of effectively balancing all aspects of the position while performing a wide range of creative, technical, and administrative duties. Additionally, candidates should be able to work effectively and cooperatively as part of a team so that artists, administrative staff, and production staff can work to produce events of the highest quality. The ideal candidate will also have experience in the fields of marketing, public relations, and social media.

Position Summary:

Under general supervision of the Playhouse Manager, the Program Coordinator coordinates and oversees assigned functions and programs related to business retention, attraction, and special events; assists with development and distribution of marketing and outreach materials such as brochures, flyers, and public notices; schedules and develops contracts with artists for our city events; helps develop and grow *Engage!*, our community engagement program; assists in promoting events on the Mission Playhouse webpage and social media; and performs other related duties as assigned.

This position involves a varying schedule and requires working nights and weekends.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in public administration, business administration, or a closely related field and one year of increasingly responsible analytical experience, preferably in a theater setting. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

Benefits:

Participation in Public Agency Retirement Services (PARS) in lieu of Social Security. Bilingual pay of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline for submitting applications is 5:00 p.m. on Thursday, December 19, 2019 OR when a sufficient number of qualified applications have been submitted, whichever occurs first. THE FILING PERIOD MAY CLOSE AT ANY TIME. DO NOT HESITATE TO APPLY.**

The following is the tentative schedule for this recruitment. Please make preparations in advance and note that this schedule may be modified if the City deems it appropriate.

- Application Period..... November 12 – December 19
- Panel Interview..... Week of January 6, 2020
- Department Interview... Week of January 13, 2020
- Tentative Start Date..... February 3, 2020

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

Human Resources
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HUMAN RESOURCES DEPARTMENT

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JobID#168